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Bulletin Number	2755BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	INTERMEDIATE SUPERVISING CLERK/INTERMEDIATE SUPERVISING TYPIST-CLERK
Additional Title	INTERMEDIATE SUPERVISING CLERICAL SERIES - INTERMEDIATE SUPERVISING CLERK AND INTERMEDIATE SUPERVISING TYPIST-CLERK
Exam Number	157
Filing Type	Open Continuous
Filing Start Date	25-Oct-2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	\$2,822.00 - \$2,892.00
Salary Maximum	\$3,788.55 - \$3,881.55
Special Salary Information	<u>INTERMEDIATE SUPERVISING TYPIST CLERK SALARY:</u> \$2,892.00 - \$3,881.55
Position/Program Information	<p><u>Intermediate Supervising Clerk:</u> Supervises a large number of employees performing general and specialized office clerical work or a smaller number performing more diversified and difficult duties.</p> <p><u>Intermediate Supervising Typist Clerk:</u> Supervises a large number of employees performing general and specialized office clerical work or a smaller number performing more diversified and difficult duties and does skilled typewriting work.</p>
Essential Job Functions	<p>Supervises 20 or more employees performing general and specialized office clerical work or ten or more employees performing more diversified and difficult duties or assists in the supervision of a correspondingly large unit. (When allocating positions to this class the size of the staff supervised, the nature of the supervision exercised and the kind and complexity of work performed by subordinates are considered.) Instructs employees in the work to be performed and the order in which it is to be done and explains changes in departmental rules and procedures. Reviews work results for accuracy, adequacy, propriety, etc., in the light of established policies, objectives, and work methods. Plans ways and means of accomplishing work objectives or assists a higher level supervisor in these duties. Assists in planning the flow of work from inception to completion and in coordinating the varied functions and tasks performed by his subordinates. Makes recommendations to his superior for improved work methods and, under authorization; supervises their installation and operation. Consults with professional and technical personnel on matters affecting clerical personnel or procedures under his supervision. Selects employees for particular work assignments and makes recommendations for employment or release of personnel in accordance with varying work loads. Trains or oversees the training of</p>

new employees. Contacts other divisions and departments on business relating to the work of his unit. Enforces or assists in the enforcement of departmental rules, discipline, etc. Arranges work schedules, vacations, holidays and time off for employees under his supervision. Evaluates work performance of employees under his supervision. Interviews prospective personnel and makes recommendations concerning their employment as needed. Participates in the work of subordinates.

Requirements **Selection Requirements:** Three years office clerical experience, one year of which must have been in a specialized or supervisory capacity*.

TYPEWRITING SKILL REQUIREMENTS FOR THE TYPING POSITION: **Intermediate Supervising Typist-Clerk:** Ability to type at a rate of 40 net words per minute.

Physical Class **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information *Specialized Clerical or Supervisory Capacity experience is experience at the level of the County's class of Senior Clerk, Senior Typist Clerk or higher.

VERIFICATION OF EXPERIENCE LETTER (VOEL): Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for this position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level, and length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at the time of filing, written proof of this experience, with a Verification of Experience letter, signed and approved by their department's Personnel Officer or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.

Note: If you are SOLELY using an approved appropriate VOEL to qualify, you MUST meet the full three-year experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying under a VOEL. However, their names will be withheld until they meet the experience requirement.

WITHHOLD INFORMATION: PERMANENT EMPLOYEES WHO HAVE COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE MAY FILE FOR THIS EXAMINATION IF THEY ARE WITHIN SIX (6) MONTHS OF MEETING THE EXPERIENCE REQUIREMENT BY THE LAST DAY OF FILING.

Examination Content

This examination will consist of **TWO (2)** parts:

Part 1: A written test weighted **100%**. The written test will consist of **two (2) sections**.

Section 1: A Broad-Based Employment Skills Test (B-BEST), which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, customer service and supervision.

Section 2: A Work Styles Questionnaire (WSQ) designed to identify worker characteristics and/or behavioral tendencies that have been identified as important contributors to overall job performance.

Candidates who fail the written test will be notified by mail. **Written scores cannot be given over the telephone.**

NOTE: Candidates who have taken the B-BEST and WSQ written tests for Clerical Series, Exam No.118, Senior Clerical Exam No.123, and/or Supervising Clerical Exam No. 116 within the last 12 months will have their scores automatically transferred to this exam.

Candidates who did not achieve a passing score must wait for 12 months from the date of the written tests and must reapply if the examination filing period is still open and the same examination components are being tested in order to retake the examination.

Candidates who have taken the B-BEST and WSQ written test for Clerical Series Exam No.118, Senior Clerical Exam No.123, and/or Supervising Clerical Exam No. 116 between 12 - 24 months may file a new application and extend their WRITTEN TEST scores to this exam by advising the exam unit staff at the time of filing. Candidates also have the option of retaking the written tests; however, THE LAST TEST SCORE WILL APPLY.

THE WRITTEN TEST OR TYPING TEST ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Part 2: A qualifying 40 net word per minute (WPM) typing performance test for those who have not held a typing position.

The typing performance test will be administered to candidates who successfully pass the written portion of this examination and wish to be placed on the **Intermediate Supervising Typist-Clerk** register.

Candidates will be allowed **ONLY ONE (1)** attempt to pass the typing performance test within 12 months from the date of their written test. Candidates' resulting typing scores will be applied to the appropriate lists and placed on the corresponding registers.

The following candidates are **NOT** required to take the County typing test:

Those candidates who currently hold/have held a typing position in the service of the County of Los Angeles. **-OR-** Those candidates who have taken and passed a Los Angeles County typing performance test at 40 net WPM administered by a County department. Passing scores on record with the Department of Human Resources will be transferred automatically. Applicants who have met the typing requirement in another department must attach a copy of their typing certificate to their application. **Only** certificates issued by a Los Angeles County Department or Department of Human Resources will be accepted.

Candidates must achieve an overall passing score of 70% or higher on the exam in order to be placed on the eligible registers.

Study guides and other test preparation resources are available to help candidates prepare for written employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at: <http://dhr.lacounty.info/>. Please click on Career Opportunities, then click on Employment Test Preparation.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility
Information**

Successful candidates may be placed on one or more of **two (2) separate registers with the Intermediate Supervising Clerical Series as follows:**

Intermediate Supervising Clerk
Intermediate Supervising Typist-Clerk

Successful candidates will remain on the eligible registers for a period of twelve (12) months following the date of promulgation and **MAY NOT REAPPLY DURING THIS PERIOD.**

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.

**County of Los
Angeles
Information**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Application and
Filing
Information****ONLINE FILING ONLY:**

Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

Applicants are required to submit a standard Los Angeles County Employment Application On-line to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail,

fax, or in person.

Applicants must submit their On-line applications by 5:00 pm, PST, on the last day of filing.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e.- 0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION .

APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e. official transcripts, typing certificate, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

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